**Scheduled Review – October 21, 2015**

**Newmarket Public Library**

**Health and Safety Policy**

A safe and healthy workplace environment is contingent upon the co-operation of the Public, Staff and Newmarket Public Library Board. The Board is committed to providing a safe and healthy environment for the staff through the Joint Health and Safety Committee and through training and educational programs and procedures, while ensuring that each party complies with all occupational safety and health standards, rules, regulations and orders. Through these initiatives, both the employer and the worker can establish safe and healthy procedures.

The Newmarket Public Library Board is responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Newmarket Public Library, and immediately bring to the attention of his/her supervisor any hazard or unsafe condition.

The Library's policy includes the following commitments:

1. Training and education to ensure that workers are competent to perform their respective tasks

2. Training and education to ensure that workers are knowledgeable of current first aid and AED/CPR standards and emergency procedures.

3. The establishment of a Joint Health and Safety Committee in compliance with the Ontario Occupational Health and Safety Act.

4. An annual review of the Health and Safety Policy as required by the Ontario Occupational Health and Safety Act.

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Joan Stonehocker, Chair
Newmarket Public Library Board

Todd Kyle, CEO
Newmarket Public Library